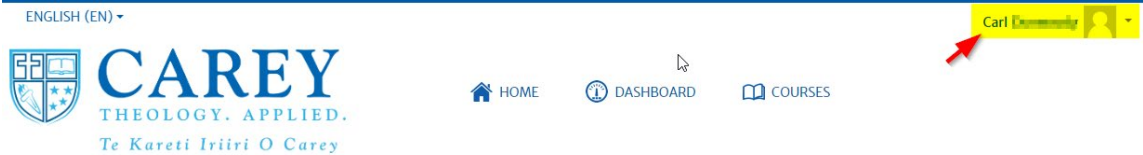


## Setting Forum Email Notification Preferences

1. Click your name on the upper right on the CareyOnline banner. A *user menu displays*.



2. Choose **Preferences**.
3. Under User account, click **Forum preferences**.
4. Choose settings for your forum notifications.
  - o **Email digest type, if subscribed to a forum:** Determines how frequently you receive email notifications from Moodle forums.

**Please note – to reduce the number of email notifications set your *email digest* to either **complete** (one email with all posts in full), or **subjects** (one email with only the subjects of each post). The "subjects only" is the best option for reducing the number and length of emails you receive.**

- o **Forum auto-subscribe:** Allows you to automatically receive notifications for any Forum you've participated in, or to turn this off.
- o **Forum tracking:** Determines whether posts you have not read in a forum are highlighted or not.

If you select "**Yes, highlight new posts for me**" you will now see yellow highlights in the course content area when you have unread discussion forum post

5. When finished setting your forum preferences, click **Save changes**.
6. Navigate back to the **Dashboard** to find your Moodle course sites.